



FAIR EMPLOYMENT & HOUSING COMMISSION

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PRESS RELEASE

For Immediate Release

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FAIR EMPLOYMENT AND HOUSING COMMISSION, CALIFORNIA'S CIVIL RIGHTS AGENCY, IS SEEKING AN INDIVIDUAL FOR THEIR EXECUTIVE OFFICER POSITION

The Fair Employment and Housing Commission is seeking an individual to become their next Executive and Legal Affairs Secretary. Position was formerly held by Steven C. Owyang.

POSITION: The Executive and Legal Affairs Secretary (ELAS) is the executive officer and principal legal advisor for the Fair Employment and Housing Commission, and its chief administrative law judge. Appointment to and service in the position is at the pleasure of the Commission.

MINIMUM QUALIFICATIONS: Admission to the California State Bar for at least five years immediately preceding application for appointment; detailed knowledge of and experience with California civil rights laws; familiarity with federal civil rights laws; familiarity with administrative adjudication; experience in alternative dispute resolution; demonstrated public speaking experience; demonstrated ability to function well in a sensitive and confidential capacity; ability to analyze and synthesize complex factual situations and apply sophisticated legal concepts; ability to manage and supervise individuals in professional, administrative and support positions; ability and willingness to travel throughout the state, including overnight stays.

DESIRABLE QUALIFICATIONS: Knowledge of California statutes and regulations concerning administrative adjudication and promulgation of regulations; familiarity with California governmental operations and processes, including legislation, budget, administration, and personnel; experience working with business, civil rights, community, housing, and labor advocacy organizations.

SPECIAL PERSONAL CHARACTERISTICS: Excellent oral and written communication skills; dependability and excellent attendance record; excellent interpersonal and active listening skills; ability to handle stress and deadlines; tact, discretion, and judicial temperament.

For more information and to obtain a standard State application (Std. 678), go to the State Personnel Board's or the State and Consumer Affairs' web sites (www.spb.ca.gov or www.scsa.ca.gov). Application package must be mailed with a postmark by July 5, 2005 to: Fair Employment and Housing Commission, Attn: Personnel Officer, 455 Golden Gate Avenue, Suite 10600, San Francisco, CA 94102.

FAIR EMPLOYMENT AND HOUSING COMMISSION: The Fair Employment and Housing Commission was established in 1959 (as the Fair Employment Practice Commission), and consists of seven members appointed by the Governor with the consent of the state Senate. The Commission's office is located in San Francisco. The Commission meets and conducts hearings throughout the state. The Commission promulgates regulations interpreting the laws within its jurisdiction, and follows legislation affecting civil rights. The Commission also serves as a forum for civil rights issues and provides information and education on the laws it enforces.

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